



Linda S. Adams
Secretary for
Environmental Protection



Department of Toxic Substances Control

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Arnold Schwarzenegger
Governor

December 30, 2008

Dear Hazardous Waste Facility Operators:

SUBJECT: 2008 ANNUAL FACILITY REPORT

All authorized California hazardous waste facilities are required to submit the California 2008 Annual Facility Report (AFR 2008) pursuant to California Code of Regulations, title 22, division 4.5, section 66264.75. Instructions and forms necessary to complete the 2008 AFR are enclosed. The *2008 AFR California Supplemental Instructions* and the 2007 Biennial Hazardous Waste Report (2007 BR) Instructions and Forms can also be found on the Internet at:

<http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm>. The completed 2008 AFR must be received by the Department of Toxic Substances Control (DTSC) by March 1, 2009.

Please review the 2008 AFR California Supplemental Instructions to determine what filing requirements, if any, apply to your facility. Submission of the 2008 AFR is required even if your facility previously submitted the 2007 Biennial Hazardous Waste Report. Filing information, such as how to obtain the FREE, user-friendly Waste Reporter software for electronic filing, and where to get help is included in the *2008 AFR California Supplemental Instructions*. If your facility received the 2008 Annual Facility reporting package but did not treat, store, or dispose of hazardous waste in 2008, please return an exemption form included in the 2008 AFR California Supplemental Instructions.

The DTSC **STRONGLY ENCOURAGES** all TSDFs to electronically file their 2008 AFR using Waste Reporter, a **FREE**, user-friendly waste reporting software developed by Environmental Support Solutions (ESS), which can be downloaded at:
<http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm>.

Waste Reporter simulates paper forms, prompts for information, and validates the information (checks for errors) after all the data are entered. It can also import flat files formatted to meet the U.S. EPA's specifications. Alternatively, the 2008 AFR may be submitted on the forms provided in the U. S. EPA's 2007 Biennial Hazardous Waste Report Instructions and Forms, and these forms may be photocopied as needed. However, reports containing errors will be returned to the submitter for correction, and the submitter will have only two weeks to correct and return the 2008 AFR to the DTSC.

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Waste Reporter can help save time and improve accuracy of reports by providing all necessary forms and look-up tables, accurately and automatically fill multiple data fields, check for data errors, and easily create an electronic .zip file. Waste Reporter is highly recommended and the DTSC strongly promotes its use.

Please read the California Supplemental Instructions carefully. If, after doing so, you need further assistance with your 2008 AFR, the DTSC has established a dedicated AFR Helpline telephone number and AFR e-mail address. If you have questions about this mailing, Waste Reporter software, or completing the forms, please contact the DTSC's AFR staff at (916) 322-2880 or by e-mail at brsstaff@dtsc.ca.gov. Please include a detailed explanation of your question, including the facility EPA ID number, and a staff person will respond to your inquiry within two business days.

Thank you for your cooperation with the 2008 AFR.

Sincerely,

Jan Radimsky, P.E., Chief
Program Data Evaluation Branch
Office of Data Evaluation and Environmental Indicators

Enclosures